

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 13-50(NxGen)

May 21, 2013

To: All Regional Directors, Officers-in-Charge,
and Resident Officers

From: Anne Purcell, Associate General Counsel

Subject: NxGen Data Integrity Checks

This memorandum discusses the need for Regions to conduct data integrity checks by running certain reports quarterly and submitting a NxGen Data Integrity survey. The first survey is due July 15, 2013.

Since NxGen is now the official Regional Office case file for all cases filed on or after October 1, 2012 and will be relied upon for reports used internally as well as submitted to OMB and Congress, it is imperative that the data in NxGen be correct. Consistent with the data integrity plan initiated for CATS (OM 02-57), we are now initiating such a plan for NxGen. To ensure accuracy of the data, we are requesting that Regions run the reports set forth below on a quarterly basis and make corrections to the data as warranted. Running each report should only take a few minutes. Initially, reviewing and correcting the data may take some time, but once the users learn what corrections need to be made, the amount of time needed for subsequent quarters should be minimal. In addition, because NxGen Release 6.5 in May 2013 will automate the visibility designation for most documents, we anticipate document visibility errors to be at a minimum.

We suggest the Region assign responsibility for running the reports to multiple Regional personnel. For example, remedies may be assigned to the Compliance personnel, election data could be assigned to the Election assistant or the Secretary to the ARD, and monthly closing to the RD secretary.

A list of reports that should be run and things to check when running these reports is below.

Report Name	Things to Check
1. Regional Mgmt – Visibility Check (Field Offices)	<ul style="list-style-type: none">• Regional documents set to NLRB instead of Side visibility• Charges and Complaints set to Side instead of NLRB visibility
2. Regional Mgmt – Monthly Closings	<ul style="list-style-type: none">• Find cases where no remedies are entered that have a Closing Reason of:<ul style="list-style-type: none">▪ Dismissal Adjusted▪ Withdrawal Adjusted▪ Informal Settlement▪ Compliance▪ Partial Compliance▪ Non-Compliance

Report Name	Things to Check
3. Regional Mgmt – Case Team Positions Report	<ul style="list-style-type: none"> • Missing Agent, Supervisor, or IO
4. Regional Mgmt – Smart Reports	<ul style="list-style-type: none"> • Find old cases not yet closed
5. Operations – PF Case Intake (Detail Report)	<ul style="list-style-type: none"> • Bargaining Status blank • Missing Agent or Supervisor • Case Name incorrect for CB cases (missing Employer)
6. Operations – PF Remedies (Detail Report)	<ul style="list-style-type: none"> • Cases listed twice due to remedies entered into two different Actions • Grouped cases showing correctly • Remedy Calculations Reviewed flag left blank
7. Operations – PF Election Median (Detail Report)	<ul style="list-style-type: none"> • Missing Election Agreement or DDE – There should be a date in either the election agreement or the DDE column • Missing date in Stipulated column • Tally missing – If missing, was election held or should Action be cancelled
8. Agency – Election Report	<ul style="list-style-type: none"> • Missing Labor Org. name (showing Data Incomplete) • Missing Union to Certify • Wrong Union to Certify
9. Agency – FOIA – C Case Standard Fields	<ul style="list-style-type: none"> • Missing Primary Participant Party type – i.e., Employer, Individual, Union • Case Status Open – Date Closed populated
10. Agency – FOIA – R Case Standard Fields	<ul style="list-style-type: none"> • Missing Primary Participant Party type – i.e., Employer, Individual, Union • Case Status Open – Date Closed populated

The reviews of these reports may indicate areas where problems exist. That information should be shared with the staff. If training would be helpful, you can have your NxPert conduct training in these areas or contact your AGC or Deputy to arrange for training.

To streamline this process and continue evaluating this program, beginning July 15, 2013 and quarterly thereafter each Region should fill out a survey that can be found by clicking [here](#) or on the link entitled “NxGen Data Integrity Survey” found on the NxGen Training Library page, which is on the Operations-Management page of the Insider. A copy of this survey is attached. Each Region should complete the survey quarterly certifying the reports have been run and the necessary corrections made. The surveys should be completed by July 15, October 15, January 15, and April 15, or the next business day thereafter.

If you have any questions about this memorandum, you may contact your AGC, Deputy or assigned Program Analyst.

/s/
A.P.

Attachment

cc: NLRBU